



Manager's Report

for Council Meeting of January 11, 2005

FINANCE

Listed below are new businesses licensed during this period:

Business Name

American Antique Exports	MacGregor, Inc
Amerifleet Capital Inc	Montessori & More: Progressive Learning Center
Chantilly Home Improvement & Painting	Portillo's Home Repair
Check Mate	Rimmy
D C S Video, LLC	Rosemary Professional Cleaning
D H Designs	Sweet Nothings
Diallo DeJuan, Inc	Synergist
G-G Café (new owner)	Thacker & Company
Kazem, Kazem & Robl PLC	
Leapin' Lena's Glorious Gardens	
Leesburg Automotive	
Leesburg Station Auto Wash	

HUMAN RESOURCES

New Hires and Terminations for the Period December 7, 2004 to December 30, 2004

New Hires

Gregory Anselene
Gabriel Ascunce
Christopher Harrison
Rachael Goodwin
Randolph Rodrick

Position

Front Desk Supervisor
Police Officer I
Police Officer II
Front Desk Supervisor
Maint. Worker I (Streets)

Department

Parks & Recreation
Police
Police
Parks & Recreation
Engineering & Public Works

Promotions

Transfers

Separations

Michele Dick
Kristie Lalire

Position

Asst. Aquatics Supervisor
Sr. Planner

Department

Parks & Recreation
Planning & Zoning

Retirements

Manager's Report
PLANNING, ZONING & DEVELOPMENT

-2-

January 11, 2005

PLANNING DIVISION

MANAGER'S REPORT DIVISION OF CURRENT PLANNING PLAN REVIEW ACTIVITY			
PLANS REVIEWED DURING THE PERIOD OF: DECEMBER 7, 2004 – JANUARY 3, 2004			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Village at Leesburg TLZM-2004-0005 (Intersection of East Market Street and River Creek Parkway/Future Crosstrail Boulevard)	Rezoning	2 nd	Request to rezone 150 acres from I-1 to B-4 and PRC
Village at Leesburg TLZM-2004-0005 (Intersection of East Market Street and River Creek Parkway/Future Crosstrail Boulevard)	Plan Amendment	2 nd	Request to allow for a diamond interchange at the intersection of East Market Street (Route 7) and River Creek Parkway/future Crosstrail Boulevard
Oaklawn Townhouse TLPS-2004-0002 (Intersection of Sycolin Road and future Battlefield Parkway)	Preliminary Subdivision Plat	1 st	Proposal to subdivide 186 townhouse lots and related street ROW on 45 acres
Nextel Monopole @ Fort Evans Plaza TLDW-2004-0008 (Along rear of Fort Evans Plaza	No Adverse Impact Plan	1 st	Proposal to replace existing light pole with a stealth communications monopole/light pole and associated 200 square foot equipment shelter
Festival Lakes (PMW Farm Partnership) (Fort Evans Road)	Corporate Boundary Line Adjustment	1 st	Proposal to alter the Town Boundary Line in the Northeast Quadrant at Festival Lakes
Simpson Middle School Extension of Public Water Service TLCI-2003-0002 (Intersection of Evergreen Mill Road and Tolbert Lane)	Capital Improvement Plan	5 th	Proposal to construct a public waterline extension.
Catoctin Circle Centre TLES-2004-0012 (0-100 block of Catoctin Circle, NE)	Final Development Plan	2 nd	Proposal to construct a 99,200 square foot retail center (including a drive-thru bank, restaurant, and office/retail uses) and related infrastructure
Catoctin Circle Centre TLES-2004-0011 (0-100 block of Catoctin Circle, NE)	Easement Plat	1 st	Proposal to create an off-site waterline easement to accommodate various proposed on-site retail improvements
Catoctin Circle Centre TLES-2004-0012 (0-100 block of Catoctin Circle, NE)	Easement Plat	1 st	Proposal to vacate various on-site easements and to create various on-site easements to accommodate various proposed on-site retail improvements
Loudoun National Bank TLSE-2004-0028	Special Exception	2 nd	Request to permit a 10,750 square foot bank with drive-thru window at the intersection of Catoctin Circle and South Street
Turner Wilson TLFP-2004-0002 (100-200 block of Lawson Road	Final Plat	5 th	Proposal to subdivide 10 acres into 16 single family detached residential dwelling lots and adjust the existing ROW alignment
International Pavilion/Fort Evans Plaza II TLSE-2004-0013 (400 block of Fort Evans Road)	Special Exception	3 rd	Request to permit 228,000 square feet of mixed use retail on 5 lots totaling 52 acres
109/111 East Market Street (Next to County Office Building	Sketch	1 st	Proposal to construct two small additions onto the existing residential structure (currently used as an office) to accommodate a restaurant and add 5 parking spaces
Oaklawn/Sycolin Road, Phase 1 – Arnold Property (off site) TLES-2004-0017 (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement

Oaklawn/Sycolin Road, Phase 1- Cornerstone Chapel Property (off-site) TLES-2004-0018 (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1- East Stratford, Phase A & B HOA Property (off-site) TLES-2004-0014 (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1- Fort Beauregard TH Property (off-site) TLES-2004-0016 (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1- Loudoun County School Board Property (off-site) TLES-2004-0013 (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1- Sycolin Corner LLC Property (off-site) TLES-2004-0015 (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Leesburg Executive Airport Runway 17-35 Rehabilitation (Sycolin Road)	Capital Improvement Plan	1 st	Proposal to level runway
Oaklawn, Phase 1-Public Improvements TLPF-2004-0008 (Sycolin Road)	Preliminary/Final Development Plan	2 nd	Proposal to construct various public infrastructure including roads, water, sewer and storm related to ZM-159
Meadowbrook TLZM-2004-0001 (situated between South King Street and Evergreen Mill Road)	Rezoning	2 nd	Request to rezone existing R-1 to PRC to include 1,356 single family detached and attached residential dwelling lots, multifamily and retail uses on 1450 acres
Oaklawn/Sycolin Road, Phase 1- Cornerstone Chapel Property/Dominion VA Power (off-site) TLES-2004-0023 (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1- Cornerstone Chapel Property/Adelphia (off-site) TLES-2004-0035 (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1- Cornerstone Chapel Property/Verizon (off-site) TLES-2004-0029 (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1- Cornerstone Chapel Property/NOVEC (off-site) (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1- East Stratford, Phase A&B HOA Property/Dominion VA Power (off-site) (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1- East Stratford, Phase A&B HOA Property/Adelphia (off-site) (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1- East Stratford, Phase A&B HOA Property/NOVEC (off-site) (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1- Horrocks Property/Verizon (off-site) (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1- Oaklawn II/Dominion VA Power (off-site) (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement

Oaklawn/Sycolin Road, Phase 1- Oaklawn II Property/Adelphia (off-site) (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1- Oaklawn II Property/NOVEC (off-site) (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1- Oaklawn II Property/Verizon (off-site) (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1- Sycolin Corner LLC/Dominion VA Power (off-site) (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1- Sycolin Corner LLC Property/Adelphia (off-site) (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1- Sycolin Corner LLC Property/NOVEC (off-site) (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1- Sycolin Corner LLC Property/Verizon (off-site) (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement

**PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF:
DECEMBER 7, 2004 – JANUARY 3, 2005**

Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Tavistock Farms, Sec 15, 16 & 17 TLPD-2004-0024/DP-2000-07	Final Development Plan	4 th	Construction of 300 condominium units and related infrastructure
International Pavilion/Fort Evans Plaza II TLSE-2004-0013 (400 block of Fort Evans Road)	Special Exception	3 rd	Request to permit 228,000 square feet of mixed use retail on 5 lots totaling 52 acres
Stowers, Phase 3, Section 4	Construction Drawings	4 th	Proposal to construct 52 single family detached residential dwellings and related infrastructure
Catoctin Circle Centre TLES-2004-0011 (0-100 block of Catoctin Circle, NE)	Easement Plat	1 st	Proposal to create an off-site waterline easement to accommodate various proposed on-site retail improvements
Catoctin Circle Centre TLES-2004-0012 (0-100 block of Catoctin Circle, NE)	Easement Plat	1 st	Proposal to vacate various on-site easements and to create various on-site easements to accommodate various proposed on-site retail improvements
Festival Lakes (PMW Farm Partnership) (Fort Evans Road)	Corporate Boundary Line Adjustment	1 st	Proposal to alter the Town Boundary Line in the Northeast Quadrant at Festival Lakes
Kincaid Forest Commercial TLZM-2004-0006 (Intersection of Kincaid Boulevard and Battlefield Parkway)	Rezoning	2 nd	Request to rezone from office/retail mix to 38 residential townhouse units
109/111 East Market Street (Next to the County Office Building)	Sketch	1 st	Proposal to construct two small additions onto the existing residential structure (currently used as office) to accommodate a restaurant and add 5 parking spaces.
Leesburg Plaza Shopping Center TLPF-2004-0023 (East Market Street near Plaza Street)	Preliminary/Final Development Plan	2 nd	Proposal to renovate retail square footage on 16 acres
Oaklawn/Sycolin Road, Phase 1- Arnold Property (off-site) TLES-2004-0017 (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1- Cornerstone Chapel Property (off- site) TLES-2004-0018 (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1- East Stratford, Phase A & B HOA Property (off-site) TLES-2004-0014 (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement

Oaklawn/Sycolin Road, Phase 1-Fort Beauregard TH Property (off-site) TLES-2004-0016 (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1-Loudoun County School Board Property (off-site) TLES-2004-0013 (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1-Sycolin Corner LLC Property (off-site) TLES-2004-0015 (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Turner Wilson TLCD-2004-0002 (100-200 block of Lawson Road)	Construction Drawings	5 th	Proposal to construct 16 single family detached residential dwellings on 10 acres and related public infrastructure including realignment of Lawson Road
Oaklawn/Phase 1 Public Improvements Easement Dedication TLES-2004-0019 (off-site) (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
ECHO/Lawson Road Industrial Park, Parcel 1B TLPF-2004-0017 (Lawson Road)	Preliminary/Final Development Plan	2 nd	Proposal to construct 258,500 square feet of warehouses with accessory office on 1 lot covering 4.2 acres
Leesburg Executive Airport Runway 17-35 Rehabilitation (Sycolin Road)	Capital Improvement Plan	1 st	Proposal to level runway
Oaklawn/Sycolin Road, Phase 1-Cornerstone Chapel Property/Dominion VA Power (off-site) TLES-2004-0023 (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1-Cornerstone Chapel Property/Adelphia (off-site) TLES-2004-0035 (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1-Cornerstone Chapel Property/Verizon (off-site) TLES-2004-0029 (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1-Cornerstone Chapel Property/NOVEC (off-site) (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1-East Stratford, Phase A&B HOA Property/Dominion VA Power (off-site) (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1-East Stratford, Phase A&B HOA Property/Adelphia (off-site) (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1-East Stratford, Phase A&B HOA Property/NOVEC (off-site) (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1-East Stratford, Phase A&B HOA Property/Verizon (off-site) (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1-East Stratford Residential Property/Dominion VA Power (off-site) (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1-East Stratford Residential Property/Adelphia (off-site) (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement

Oaklawn/Sycolin Road, Phase 1- East Stratford Residential Property/NOVEC (off-site) (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1- East Stratford Residential Property/Verizon (off-site) (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1- Sycolin Corner LLC/Dominion VA Power (off-site) (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1- Sycolin Corner LLC Property/Adelphia (off-site) (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1- Sycolin Corner LLC Property/NOVEC (off-site) (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1- Sycolin Corner LLC Property/Verizon (off-site) (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1- Horrocks Property/Dominion VA Power (off-site) (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1- Horrocks Property/Adelphia (off- site) (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1- Horrocks Property/NOVEC (off- site) (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1- Horrocks Property/Verizon (off-site) (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1- Oaklawn II/Dominion VA Power (off-site) (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1- Oaklawn II Property/Adelphia (off- site) (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1- Oaklawn II Property/NOVEC (off- site) (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement
Oaklawn/Sycolin Road, Phase 1- Oaklawn II Property/Verizon (off- site) (Sycolin Road)	Easement Plat	1 st	Proposal to create an off-site easement

**PLANS APPROVED OR RECORDED DURING THE PERIOD OF:
DECEMBER 7, 2004 – JANUARY 3, 2005**

Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Turner Wilson TLFP-2004-0002 (100 block of Lawson Road)	Final Plat	4 th	<i>Recordation of subdivision for 16 single-family detached residential dwellings and ROW realignment</i>
Turner Wilson TLCD-2004-0002 (100 block of Lawson Road)	Construction Drawings	5 th	<i>Approval of construction drawings for 16 single-family detached residential dwellings and related public infrastructure including a road realignment of Lawson Road</i>

ZONING DIVISION**Zoning Permits Issued Residential**

8 SFA, Potomac Station - \$55,000.00

Zoning Permits Issued Commercial

109 Loudoun Street, Thomas Birkby House Shed - \$10,000.00

504 East Market Street, Citibank interior fit-up- \$75,000.00

40 Sycolin Road, Office Building

Occupancy Permits Issued Residential

6 SFA, Potomac Station

13 SFD, Stowers

Occupancy Permits Issued Commercial

50 Catoctin Circle – interior fit-up.

149 Catoctin Circle - Leesburg Auto Wash

Special Exceptions: 27 Active or Under Review for Acceptance:

1. TLSE-2003-0007, 9 Cardinal Park Drive (Jerry's Ford): Located in the southwest quadrant of the intersection of Trailview Boulevard and Cardinal Park Drive. The applicant John's Ford, Inc. t/a Jerry's Leesburg Ford seeks special exception approval for an outdoor vehicle storage use on a portion of a 3.58-acre parcel. The plans were rejected on November 19, 2003. The applicant submitted a traffic study on November 12, 2004 and the revised application has been accepted. First submittal comments due January 5, 2005.
2. TLSE-2004-0002 Leesburg Plaza West: Located on north side of East Market Street behind the Long & Foster building. The applicant seeks special exception approval to permit a 3,663 square foot bank with three drive-thru lanes on a proposed 54,000 square foot pad site. The plans were accepted for review on February 18, 2004. The applicant has requested that staff delay review until further notice.
3. TLSE-2004-0003 Leesburg Plaza East: Located at the northwest quadrant of the intersection of Plaza Street and Market Street (in front of the Office Depot). The applicant seeks special exception approval to permit a 3,244 square foot bank with two drive-thru lanes on a proposed 34,590 square foot pad site. The plans were accepted for review on February 18, 2004. The applicant requested staff delay review until further notice.
4. TLSE-2004-0004 Potomac Station Gas Station/Convenience Store: Located at the southeast quadrant of the intersection of Battlefield Parkway and Potomac Station Drive. The applicant seeks to build a 2,900 square foot convenience store with eight (8) gas pumps and a 1,012 square foot car wash. The application was officially accepted for review on March 4, 2004, second submission review comments were mailed to the applicant on August 25, 2004. Staff is awaiting re-submittal of third revision. The application is now considered withdrawn.
5. TLSE-2004-0005 Stanfield at Greenway: Located at 1241 S. King Street (the old Greenway Manor and outbuildings). The applicant Stanfield Company, L.L.C. seeks special exception approval to build a 300-seat conference center in the existing manor house. The plans were submitted on March 9, 2004 and were officially rejected on March 22, 2004 due to deficiencies in the required traffic study and lack of required owners' signatures.

6. TLSE-2004-0006 Catoctin Circle Center – Bank Drive-Through: Located along Catoctin Circle, S.E. (behind the Giant grocery store). The applicant Waterford Holdings L.L.C. seeks special exception approval to build a 10,000 square foot bank with drive-thru windows. The application was officially accepted for review on April 16, 2004. Staff comments on the second submission were issued on August 18, 2004 and third submission plans were received on October 1, 2004. The Planning Commission public hearing was held on December 2, 2004 and on December 16, 2004 the Planning Commission recommended conditional approval. The Town Council public hearing is meeting is schedule for January 25, 2005.
7. TLSE-2004-0007 Catoctin Circle Center – Parking Garage: Located along Catoctin Circle, S.E. (behind the Giant grocery store). The applicant Waterford Holdings L.L.C. seeks special exception approval to build a 120,000 square foot parking garage for 400 vehicles. The application was officially accepted for review on April 16, 2004 and staff comments on the second submission were issued on August 18, 2004. The Planning Commission public hearing was held on December 2, 2004 and on December 16, 2004 the Planning Commission recommended conditional. The Town Council public hearing is schedule for January 25, 2005.
8. TLSE-2004-0008 Meadowbrook Bank Drive-Thru-EAST: Located along the east side of Rt.15 South, opposite Greenway Farm. The applicant Centex homes requests permission to build a 5,000 square foot bank with a drive-thru window. The application was submitted on April 7, 2004 and was officially accepted for review on May 4, 2004. Staff comments were issued on July 28, 2004 and the second submission was received on November 19, 2004. Staff review comments were due December 27, 2004.
9. TLSE-2004-0009 Meadowbrook, Bank Drive Thru-WEST: Located along the east side of Rt.15 South, opposite Greenway Farm. The applicant Centex homes requests permission to build a 5,000 square foot bank with a drive-thru window. The application was submitted on April 7, 2004 and was officially accepted for review on May 4, 2004. Staff comments were issued on July 28, 2004 and the second submission was received on November 19, 2004. Staff review comments were due December 27, 2004.
10. TLSE-2004-0010 Meadowbrook, Convenience Store/Gas Pumps: Located along the east side of Rt.15 South, opposite Greenway Farm. The applicant Centex homes requests permission to build a 7,000 square foot convenience store with 12 gas pumps. The application was officially accepted for review on May 4, 2004 and staff comments were issued on July 28, 2004. The second submission was received on November 19, 2004 and staff review comments were due December 27, 2004.
11. TLSE-2004-0011 Hertz Rent-A-Car: Located at 4 Cardinal Park Drive in an existing auto body repair shop (Craftsman Auto Body). The applicant requests permission to rent autos to the auto body shop's patrons. The application was submitted April 8, 2004, resubmitted May 4, 2004, and rejected for acceptance on May 12, 2004. The application resubmitted and accepted for review on October 5, 2004 and second submission review comments forwarded on November 12, 2004. The second submission plans being prepared by applicant.
12. TLSE-2004-0013 Fort Evans Plaza II-Mixed Retail: Located on the north side of Fort Evans Road, opposite the Sycamore Hill subdivision. The applicant requests permission to build 238,715 square feet of mixed retail. The application was submitted on April 19, 2004, resubmitted on April 28, 2004, and officially accepted for review on May 11, 2004. Staff comments were issued on August 20, 2004, revised plans were received on October 5, 2004 and

second submission review comments were forwarded on November 12, 2004. The third submission plans submitted on December 6, 2004 and staff comments were due December 21, 2004.

13. TLSE-2004-0014 Fort Evans Plaza II- Bank NORTH: Located on the north side of Fort Evans Road, opposite the Sycamore Hill subdivision. The applicant requests permission to build a 4,500 square foot bank with a drive-thru window. The application was submitted on April 19, 2004, resubmitted April 28, 2004, and officially accepted for review on May 11, 2004. Staff comments were issued on August 20, 2004, the application was resubmitted October 4, 2004, and second submission review comments were forwarded on November 12, 2004. Third submission plans were submitted on December 6, 2004, and staff review comments were due December 21, 2004.

14. TLSE-2004-0015 Fort Evans Plaza II- Bank SOUTH: Located on the north side of Fort Evans Road, opposite the Sycamore Hill subdivision. The application requests permission to build a 4,500 square foot bank with drive-thru window. The application was submitted April 19, 2004, resubmitted April 28, 2004, and officially accepted for review on May 11, 2004. Staff comments were issued on August 20, 2004, the application was resubmitted October 4, 2004, and second submission review comments were forwarded on November 12, 2004. The third submission plans were submitted on December 6, 2004, and staff review comments were due December 21, 2004.

15. TLSE-2004-0016 Fort Evans Plaza II- Fast Food Restaurant/ Drive-Thru: Located on the north side of Fort Evans Road, opposite the Sycamore Hill subdivision. The applicant requests permission to build a 3,000 square foot fast food restaurant with drive-through window. The application was submitted April 19, 2004, resubmitted April 28, 2004, and officially accepted for review on May 11, 2004. Staff comments were issued on August 20, 2004, the application was resubmitted October 4, 2004, and staff comments forwarded on November 12, 2004. The third submission plans submitted on December 6, 2004, and staff comments were due December 21, 2004.

16. TLSE-2004-0018 Gate House Networks/Edwards Landing: Located along Woods Edge Drive at the intersection of Chickasaw Place. The applicant, Gate House Networks requests permission to build a 448 square foot equipment building with three satellite dishes on HOA property. The plans were submitted on June 10, 2004 and were officially rejected on June 22, 2004 due to failure to meet minimum submission requirements. The plans were resubmitted and accepted on September 20, 2004, and staff comments were issued on October 1, 2004. A letter was sent on December 29, 2004 notifying the applicant of the withdrawal of the application, per Zoning Ordinance Section 3.3.14., if revisions are not received by January 14, 2005.

17. TLSE-2004-0019 Village at Leesburg – Residential Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build 85 apartment units in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, and the second submission received November 4, 2004. Staff review comments were forwarded to the applicant on December 21, 2004. A third submission is required before processing to the Planning Commission public hearing.

18. TLSE-2004-0020 Village at Leesburg – Parking Garage #1 in Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 105,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission received November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. A third submission is required before processing to the Planning Commission public hearing.

19. TLSE-2004-0021 Village at Leesburg – Parking Garage #2 in Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The Applicant KSI Services, Inc. requests permission to build a 70,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. A third submission is required before processing to the Planning Commission public hearing.

20. TLSE-2004-0022 Village at Leesburg – Parking Garage #3 in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 49,000 square foot parking garage in the PRC Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. A third submission is required before processing to the Planning Commission public hearing.

21. TLSE-2004-0023 Village at Leesburg – Parking Garage #4 in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 72,000 square foot parking garage in the PRC Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. A third submission is required before processing to the Planning Commission public hearing.

22. TLSE-2004-0024 Village at Leesburg – Bank with Drive Thru in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 5,000 square foot bank with 5 drive-thru lanes and an ATM in the PRC Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. A third submission is required before processing to the Planning Commission public hearing.

23. TLSE-2004-0025 Village at Leesburg – Parking Garage #5 in Land Bay “E”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 108,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to

the applicant on September 17, 2004, the second submission was received November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. A third submission is required before processing to the Planning Commission public hearing.

24. TLSE-2004-0026 Village at Leesburg – Hotel in Land Bay “E”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc. requests permission to build a 118,000 square foot hotel with 115 rooms in the B-4 Zoning District. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. The first submission review comments were forwarded to the applicant on September 17, 2004, the second submission was received November 4, 2004, and staff review comments were due December 6, 2004. The applicant is to supply additional information based on staff comments.

25. TLSE-2004-0027 Arby's at Potomac Station Retail Center: Located in the southeastern quadrant of the intersection of Battlefield Parkway and Potomac Station Drive in the Potomac Station Shopping Center. The applicant Master Design of Fairfax, Va. requests permission to build a 3,250 square foot fast food restaurant with a drive-thru window on a 0.93acre pad site. The application was submitted on July 2, 2004 and was officially rejected on July 14, 2004 due to failure to meet minimum submission requirements. Application was revised, resubmitted, and officially accepted on August 5, 2004. The item was deferred by the Board of Architectural Review on November 15, 2004 to its December 20, 2004 meeting. The second submission review has been completed by staff and a preview meeting is scheduled for January 6, 2005.

26. TLSE-2004-0028 Loudoun National Bank: Located at 204 Catocin Circle, (adjacent to the new Loudoun Motor Sports building). The applicant Loudoun National Bank requests permission to construct a 10,750 square foot building with 6,000 square feet of bank uses, including a drive-thru window in the B-2 District. The application was submitted on July 6, 2004, officially accepted for review on July 14, 2004, and first submission review comments were mailed to the applicant August 24, 2004. The second submission was received November 24, 2004 and staff referrals were due December 22, 2004. A preview meeting is scheduled for January 6, 2005.

27. TLSE-2004-0029 Loudoun County High School Renovation: Located at 415 Dry Mill Road. The renovation is to improve and modernize the existing facilities. Renovations are predominately to the interior of the main building with an expansion at the gymnasium area. The application was accepted on December 30, 2004 and first submittal comments are being referred.

Rezoning: 6 Active or Under Review for Acceptance:

1. TLZM-2002-0005 Misty Ridge Rezoning: Located on the east side of Sycolin Road across from the Stratford planned development. The applicant D.R. Horton Company seeks to rezone 7.9 acres from R-1 to R-4 to permit 17 single family detached residential units on the property. Staff received revised plans on May 30, 2003. The Planning Commission public hearing has been rescheduled at the applicant's request to provide additional time for staff and the applicant to address outstanding issues.

2. TLZM-2003-0005 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to rezone approximately 51.5 acres from R-6, B-2 and B-3 to PRN to permit 196 residential units. The plans were accepted on November 21, 2003. Revised plans were submitted on May 4, 2004 and second submission reviews were forwarded to the applicant on

August 3, 2004. Staff is waiting for plans to be resubmitted. On October 26, 2004 an indefinite extension of the twelve-month review deadline was granted by the applicant.

3. TLZM-2004-0001 Meadowbrook: Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. The applicant Centex Homes seeks to rezone 324 acres from R-1 to PRC (Planned Residential Community) to permit 1,356 dwelling units and 275,000 square feet of commercial uses on the property. The application was officially accepted for review on May 4, 2004, staff comments were issued on July 28, 2004, The second submission was received on November 19, 2004 and staff review comments were due December 27, 2004.

4. TLZM-2004-0002 Stanfield Properties at Greenway Farms: Located at 1241 S. King Street (the old Greenway Manor and outbuildings). The applicant Stanfield Company, L.L.C. seeks amendments to the approved Concept Development Plan and Proffer Statement for ZM-101 Allman Property to build a 300-seat conference center in the existing manor house and a 400-seat performing arts center. The plans were submitted on January March 9, 2004 and were officially rejected on March 22, 2004 due to deficiencies in the required traffic study and lack of required owners' signatures.

5. TLZM-2004-0005 Village at Leesburg: Located on the south side of Route 7 east of Cochran Mill Road (old Leesburg Commons property). The applicant KSI services, Inc. seeks to rezone 158.45 acres from the I-1 District to B-4 (89.51 acres) and PRC (60.60 acres) to permit 635 residential dwelling units and 1,010,400 square feet of nonresidential uses on the property. The plans were submitted on June 11, 2004 and were officially rejected on June 24, 2004. The plans were resubmitted on July 21, 2004, officially accepted for review on July 28, 2004, and first submission review comments were forwarded to the applicant on September 17, 2004. The second submission was received November 4, 2004 and staff review comments were forwarded to the applicant on December 21, 2004. A third submission is required before processing to the Planning Commission public hearing.

6. TLZM-2004-0006 Kincaid Forest: Located at the southwest corner of Battlefield Parkway and Kincaid Forest Boulevard, the property is approximately 6.34 acres in size. The applicant, Towns at Kincaid LLC, seeks to amend the concept plans for Kincaid Forest to substitute thirty-eight town home dwelling units for 20,040 square feet of commercial/office/retail space. The application was officially accepted for review on October 1, 2004, and first submission referral comments were sent to the applicant on November 15, 2004. The second submittal review comments are due on January 14, 2005. A preview meeting is schedule for January 20, 2005.

Town Plan Amendments: 3 Active or Under Review for Acceptance:

1. TLTA-2003-0001 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant Waterside at Leesburg, LC, c/o ESDC, Inc. seeks to amend the Transportation Element of the 1997 Town Plan to eliminate the extension of the Dulles Greenway from its interchange with the Route 15 Bypass to Catoctin Circle. The amendment was accepted for processing on November 21, 2003. Revised plans were submitted on May 4, 2004 and second submission review comments were forwarded to the applicant on August 3, 2004. On October 26, 2004 an indefinite extension for the twelve-month review deadline was granted by the applicant.

2. TLTA-2004-0001 Meadowbrook: Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. The applicant Centex Homes

seeks to amend the Transportation Element of the 1997 Town Plan to relocate Battlefield Parkway across the property. The application was officially accepted for review on May 4, 2004 and staff comments were issued on July 28, 2004. The second submission was received on November 19, 2004. On November 19, 2004 the applicant withdrew the application.

3. TLZM-2004-0005 Village at Leesburg: Located on the south side of Route 7 east of Cochran Mill Road (old Leesburg Commons property). The applicant KSI Services, Inc. seeks to amend the Transportation Element of the 1997 Town Plan to replace the cloverleaf interchange at the intersection of Route 7 and River Creek Parkway with a diamond interchange. The plans were submitted on June 11, 2004, resubmitted on July 21, 2004, and officially accepted for review on July 28, 2004. First submission review comments were forwarded to the applicant on September 17, 2004, the second submission received November 4, 2004, and staff review comments were forwarded to the applicant on December 21, 2004. A third submission is required before processing to the Planning Commission public hearing.

Zoning Ordinance Amendments:

None

Board of Zoning Appeals Cases:

Case BZA 05-01 Mark Reed- Variance request to permit an accessory structure (tool shed) in the front yard of the residence at 17865 Leeland Orchard Road, NW. Section 10.4.5 C.1. of the Zoning Ordinance requires an accessory structure to be located in the side or rear yard in compliance with the setbacks of the same section. A public hearing will be held on Monday January 3, 2005.

Board of Architectural Review Cases:

The next Board of Architectural Review meeting is schedule for January 19, 2005 at 7:30 pm.

WATER & SEWER ADMINISTRATION**During this time frame:**

- 11 Public Facility Permits were issued totaling \$101,996.00.
- 26 work orders were issued for meter sets.
- 44 requests for occupancy inspection were issued.

Capital Projects Update:

- 16 plans were received and reviewed with two requests for water and sewer system computer modeling received.
- The 90% construction plans for the expansion of the water plant have been reviewed and a meeting is scheduled with the engineer to review the issues.
- Responses to the water and sewer rate study have been received. A total of 10 firms have submitted proposals for this project.
- Staff attended several meetings with developers regarding proposed development plans.
- The Woodlea Manor Pump Station has been re-bid and all easements acquired. The new bids were even higher than the previous bids. Staff is evaluating the bids and will make a decision soon.
- The commission permit for the expansion of the Kenneth B. Rollins Water Treatment Plant was passed by the Loudoun County Planning Commission and has now been forwarded to the Board of Supervisors for a public hearing.

- The miscellaneous water system improvement project has been advertised and bids are due on January 21, 2005.

UTILITY LINES DIVISION

Routine items include:

- turn on's and off's
- water meter readings
- complaint investigations
- rodding and cleaning sanitary sewer trouble spots
- marked water and sewer lines for contractors and citizens
- vehicle and ditch maintenance
- bush hogging
- Staff cleaned various sanitary sewer mains in the Northeast.
- Staff assisted the Street Department with cleaning the drains on the Harrison Street Bridge.
- Staff cleaned the sanitary sewer easement from Heritage Way to Clymer Court.
- Staff cleaned the Potomac pump station.

Summary Programs:

- Staff performed complete maintenance on 108 fire hydrants.
- Staff completed 46 connections to town utility system.
- Staff completed 5 water leak repairs.
- Staff responded to 1376 requests to locate utilities (Miss Utility).

TOWN OF LEESBURG

Full-time vacancies as of January 3, 2005

Department	# Vac	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<u>Airport</u>	1	Maintenance Worker I (Temp. Part-time)	11/19/04	√	√	√	√	√	√
	1	Maintenance Worker-III	11/15/04	√	√	√	√		
<u>OCPM</u>	1	Sr. Engineer –Capital Proj	7/1/04	√	√	√	√	√	√
<u>Executive</u>	1	Executive Associate I	7/9/04	√	√	√	√	√	√
<u>Eng & PW</u>	1	Sr Engineer – Plan Review (readvertise 7-23-04)	7/1/02	√	√	√			
	1	Sr Engineer-Stormwater Management	7/1/04	√	√	√			
	1	Chief of Engineering	1/14/05	√	√				
	2	Maintenance Wrkr. III	1/1/05	√	√				
<u>Human Resources</u>	1	MPA Management Intern	2/25/05	√					
<u>P&R</u>	1	Front Desk Supervisor	10/25/04	√	√	√	√	√	√
	1	Recreation Program Spvrs.	1/14/05	√	√				
	1	Aquatics Supervisor	1/28/05	√					
	1	Asst. Aquatics Supervisor	1/10/05	√					
<u>Police</u>	1	Police Officer	7/1/04	√	√	√			
	2	Communication Technician	11/15/04	√	√	√			
<u>Util Admin</u>	1	Senior Engineer	7/1/02	*On hold					
<u>Util Lines</u>	1	Office Associate I	12/3/04	√	√				
<u>Util. Mainten.</u>	1	Utility Maintenance Mechanic	12/15/04	√	√				
<u>WPCD</u>	1	Utility Plant Operator	11/2/04	√	√				
	or	Utility Plant Operator Trainee	11/2/04	√	√	√	√	√	√
<u>Water Treatment</u>	1	Utility Plant Operator Trainee	11/25/04	√	√	√			
<u>TOTAL</u>	17								

*On hold = Department is not actively recruiting this position.

**Frozen = Department has identified this position to remain vacant for the rest of the fiscal year for budgetary reasons.

John A. Wells